



GIG HARBOR ARTS COMMISSION

# CREATIVE ENDEAVOR GRANTS 2023

## APPLICATION

We encourage applicants to submit the application as an attachment to an email. Applications must be received by **Noon, March 1, 2023**. Applicants should be prepared to attend an informal discussion of their proposed project with Arts Commission members on **Wednesday, March 8 at 10:00 a.m.**

**Grants will be announced prior to the conclusion of the March 8 Arts Commission Meeting.**  
Please return completed applications to [Cityclerk@gigharborwa.gov](mailto:Cityclerk@gigharborwa.gov)

<b>Date of Application</b>			
<b>Organization or Individual's Name</b>			
<b>Name of Contact</b>			
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
<b>Address</b>			
<b>Phone Number</b>		<b>Email</b>	
<b>Project Title</b>			
<b>Date(s) of Project</b> <i>Final project report and invoice must be received by <b>December 8, 2023</b>.</i>			
<b>Amount Requested</b>	\$		
<b>Total Budget</b> <i>Attach a proposed detailed budget for this project.</i>	\$		
<b>Admission Charged</b>	\$		
<b>Donations Accepted</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there at least one free or "pay what you wish" performance?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this project received Arts Commission funding in the past?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list other sponsoring Agencies to whom you have applied.			



**PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.**

1. Provide a summary of the project for which you are requesting financial support.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.



### VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible\*?  Yes  No

If No, share what considerations for accessibility have been made?

*\*Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*



## GIG HARBOR ARTS COMMISSION

# CREATIVE ENDEAVOR GRANTS 2023 FUNDING GUIDELINES

**For 2023, the Creative Endeavor total budget is approximately \$35,000. The Arts Commission's goal is to support as many new artistic projects by individuals and organizations as possible. The Arts Commission decides whether to fund a project based on the following guidelines:**

1. The applicants demonstrate the public benefit/value to the community and show how the project will increase general public access to the arts in Gig Harbor.
2. The projects or events would not occur without GHAC funding. If the project could still be done without GHAC funding, the application should explain how the requested funds will improve the project.
3. The target audience is Gig Harbor and the adjacent community, or the projects are intended to bring in visitors from outside the area. Events outside of summer months/tourist season will be given preference. The applicants show that the event will be broadly advertised to the community (or, if intended to bring in out-of-town visitors, that the advertising is designed for that purpose).
4. The events are accessible financially so that members of the public are not excluded based on ability to pay admission (For example: Will admission be charged? Will there be donations at the door? Will there be an opportunity to "pay what you wish?")
5. **Logo credit:** Grant recipient is required to acknowledge support from the City of Gig Harbor in all formats, including printed and digital materials, live and recorded performances or media interviews. Sample text: "This program is supported, in part, by a grant from the Gig Harbor Arts Commission."

**The Commission funds for results (events, performances, exhibits, or workshops), not general expenses. Grants will only support a project's direct costs. Direct costs include but are not limited to the following:**

- Project-specific purchases: supplies, materials.
- Rentals: space, supplies, materials, equipment.
- Personnel costs directly related to the planning and/or execution of the event.
- Creation and/or documentation of the work, event, or performance.
- Production costs: events, installations, exhibits, programs.
- Travel necessary for the event.
- Marketing and promotion.

**The following are generally not considered direct costs and are not eligible for funding:**

- Permanent equipment.
- Overhead costs (such as general salaries, mortgage payments, etc.).
- Brick and mortar projects.
- Events whose purpose is fundraising, even those which include a public benefit.
- Personal travel.
- Re-granting of the funds.
- Scholarships.
- Hospitality expenses: food, beverages, flowers, receptions or similar items.
- Events whose sole purpose is political or religious.
- Events not open to the public.



## GIG HARBOR ARTS COMMISSION

# CREATIVE ENDEAVOR GRANTS 2023 FUNDING PROCESS AND PROCEDURES

1. Applicants submit a complete proposal (the form is available on the City website) including a budget for an event that will take place in calendar year 2023.
2. Proposals are reviewed by the Gig Harbor Arts Commission.
3. Discussions and decisions about grants occur on March 8, 2023 at 10:00 a.m.
4. Notifications of award, partial award, or non-award of funds.  
The Arts Commission may elect to award only a portion of the funding requested.
5. City issues contracts.
6. Grant recipient(s) complete proposed projects.
7. Applicants submit invoice and follow-up report to the City within two weeks after event, and no later than December 8, 2023. These packages should include receipts, a description of the completed event including audience size, one or more photos of the event/project, and a copy of any promotional material. (Please use the attached project completion form.)
8. Payments issued by the City after approval by the City Council.

## ABOUT THE GIG HARBOR ARTS COMMISSION

**The Arts Commission is authorized in the Gig Harbor Municipal Code to take the following actions:**

1. On behalf of the City, to encourage, conduct, sponsor, or cosponsor public programs to further the development and public awareness of, and interest in, the fine and performing arts.
2. To provide recommendations to the Mayor and City Council in connection with cultural and artistic endeavors and projects in which the city becomes involved and to act as a representative of the community in such matters.
3. To encourage donations, grants, and other support to further expand the arts and cultural services and programs available to citizens of Gig Harbor and members of the Gig Harbor community.
4. To review and make recommendations to the City Council with respect to all public and private banner proposals that utilize City of Gig Harbor graphics.
5. To take such other actions as the City Council may direct from time to time. (Ord. 876 § 1, 2001).



GIG HARBOR ARTS COMMISSION

## CREATIVE ENDEAVOR PROJECT GRANT 2023 SAMPLE INVOICE

PLEASE NOTE: Project Completion Report and Invoice are due within two weeks of project completion, and no later than December 8, 2023.

**TO:**

City of Gig Harbor  
Attn: City Clerk  
3510 Grandview Street, Gig Harbor, WA 98335

**FROM:**

Name of Organization  
Name of the Event

Date of Invoice

ITEM/DESCRIPTION OF LINE ITEM	COST OF ITEM
ITEM 1: A description of each item with a receipt for reimbursement.	\$000.00
ITEM 2: Repeat with a description of next item with a receipt.	000.00
NEXT ITEM UNTIL ALL ITEMS ARE LISTED AND RECEIPTS ATTACHED	
<b>TOTAL BALANCE</b> (this should total the amount of the grant)	<b>\$000.00</b>

Make checks payable to:  
**Name of Grant Recipient**

Mail payment to:  
**ADDRESS HERE**



GIG HARBOR ARTS COMMISSION

## CREATIVE ENDEAVOR GRANT 2023

PROJECT COMPLETION REPORT

If you or your organization has received a **Creative Endeavor Grant**, we ask you to complete this form within 14 days of the event or completion of your project. Your timely submission of this follow-up report is essential for prompt payment by the City of Gig Harbor. Once completed, please email the report to the [Cityclerk@gigharborwa.gov](mailto:Cityclerk@gigharborwa.gov); include copies of your receipts and at least two photos of your project.

**NOTE: Reports/invoices will not be accepted after December 8, 2023.**

### TITLE OF PROJECT

### ORGANIZATION/INDIVIDUALS

### ADDRESS

### PHONE | EMAIL

### CONTACT PERSON

### BRIEF DESCRIPTION OF PROJECT AS COMPLETED

(If pertinent, compare the outcome with your own expectations.)





GIG HARBOR ARTS COMMISSION  
**CREATIVE ENDEAVOR GRANT 2023**  
PROJECT COMPLETION REPORT

**ATTENDANCE DATA**

(Include comparison with previous events/projects, if applicable.)

**SUMMARY OF EXPENSES – PLEASE ATTACH RECEIPTS**

(Such categories as materials, royalties, technical production, location rental, professional services, publicity.)

**SUMMARY OF REVENUES, IF APPLICABLE**

(Sales, door receipts, awards, etc.)

**COMMENTS**

**PLEASE ATTACH ONE OR MORE PHOTOS OF THE PROJECT/EVENT TO THIS REPORT.  
ALSO, PLEASE PROVIDE COPIES OF PROMOTIONAL MATERIALS SHOWING THE CITY'S LOGO.**